

Student Name: _____ **Student ID:** _____

KHS WORK BASED LEARNING INTENT FORM

Due by Thursday, February 12, 2026 to be considered for WBL.

The purpose of this agreement is to provide all parties involved with a detailed list of responsibilities and requirements that are agreed upon in the Work-Based Learning placement. As a WBL student, you understand and commit to the following key factors:

WORK-BASED LEARNING STUDENT WILL:

1. Be at least 15 years of age and a junior or senior.
2. Be OnTrack to graduate with space for WBL as an elective.
3. Represent the school and employer by demonstrating honesty, punctuality, courtesy, and a willingness to learn.
4. Maintain the required GPA and work the minimum hour requirements for the program.

1 block = 7.5 hours a week of work 2 blocks = 15 hours a week of work

5. **Secure your own transportation to and from work and school.**

☐ **Self-Driven**

☐ **Parent or Guardian Driven**

6. Be evaluated by the WBL Coordinator and mentor twice per grading period.
7. Agree to release information and school-related records as it pertains to the WBL Program, such as academic performance, attendance, discipline, follow-up information, and photo consent.
8. Abide by all terms, conditions, and policies of the employer, school, and WBL Program, including WBL meetings and/or functions. Submit a monthly journal indicating activities engaged in at the work site and total hours and salary earned during the month.
9. **Be responsible for completing all assignments as required by the coordinator.**

10. Employment:

☐ **Seeking employment**

☐ **Currently employed-** _____ **name of employer**

By signing this intent letter, I am fully committed to meeting these responsibilities and requirements and look forward to the valuable learning experience that the WBL course will provide. I have read this letter for work-based learning and understand the commitment necessary. I agree to allow my child to continue with pursuing admission to the program.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

**I understand that signing does not mean I am enrolled in the WBL program, and I will still need to submit the WBL application once meeting with Coach May.*